

Official file

LOGISTICS INSTRUCTION 1-6
AMENDMENT NO. 1

LI-6
ORGANIZATION
30 November 1979

SUBJECT: Mission, Functions, and Delegation of Authority,
Printing and Photography Division, Office of
Logistics

Logistics Instruction 1-6 (revised 26 May 1978) is amended to add subparagraphs 4a(4) and (5), Delegation of Authority:

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4. Authority

a.

(1)

(2)

(3)

(4) (New) Appoint accountable officers
for personal property maintained under Headquarters Property
Account No. 6875.

(5) (New) Approve Reports of Inventory
Adjustments to accountable records of Headquarters Property
Account No. 6875.

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James H. McDonald
Director of Logistics

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Revised 26 May 1978

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Printing and Photography Division, Office of
Logistics

1. MISSION

To develop, implement, and maintain policies, procedures, methods, and standards for the operation of the Agencywide printing and photography program; to provide printing and photography services in accordance with

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2. DEFINITION

The term "printing and photography" used herein means the processes and equipment involved in producing copies by relief, offset, stencil, and photographic and photocopying methods. Such processes include, but are not limited to, letterpress and offset printing, offset and spirit duplicating, photography, microphotography, electrostatic and thermographic copying, and similar processes.

3. FUNCTIONS

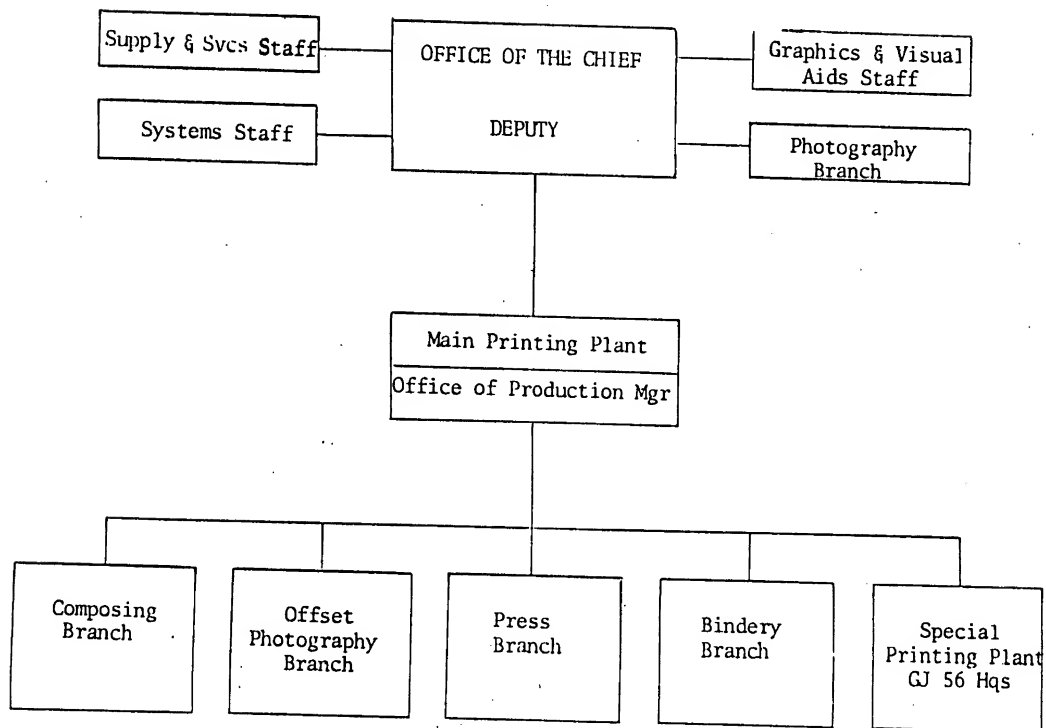
The Chief, Printing and Photography Division, or in his absence the Acting Chief, shall:

- a. Act as the printing and photography advisor for all components of the Agency, both Headquarters and field, and direct the Agencywide printing and photography program.
- b. Operate and maintain centralized and special printing and photography facilities at Headquarters and, when necessary, in the field, and obtain printing from the Government Printing Office, other governmental agencies, or commercial sources.

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- c. Advise on establishment and operation of special printing and photography facilities in other organizational Headquarters components; provide technical guidance for publications, printing and photography procedures and programs; conduct special staff studies on printing and photography services as required.
- d. Review all requests for new and replacement printing and photography equipment for use in Headquarters and/or the field.
- e. Administer an Agencywide Copier Management Program through which the acquisition of all copying equipment will be reviewed and approved. Establish programs to ensure the cost-effective and efficient utilization of copiers and related equipment.
- f. Maintain liaison in printing and photography and related graphics fields with the Government Printing Office, other Government agencies, and private contractors. Support the Office of Legislative Counsel in liaison with the Joint Committee on Printing, Congress of the United States. Represent the Agency on other matters pertaining to printing and photography as required.
- g. Provide graphics and visual aids support to all components of the Agency.

4. AUTHORITY

- a. In conjunction with his assigned mission, the Chief, Printing and Photography Division, or in his absence the Acting Chief, is delegated authority to:
 - (1) Execute Printing and Binding Requisitions for printing services to be obtained from the Government Printing Office.

ADMINISTRATIVE - INTERNAL USE ONLY

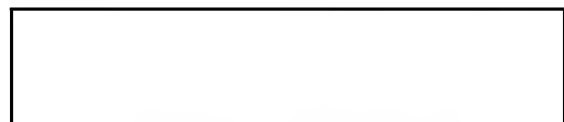
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- (2) Approve requisitions for supplies, equipment, and services in support of the Printing and Photography Division mission and functions.
- (3) Procure expendable supplies from the Government Printing Office by issuances of purchase orders. A maximum of \$100 per line item and requisition maximum of \$500 is stipulated in this delegation.
- b. Any of the specific authorities itemized above may be re-delegated to other Printing and Photography Division personnel by the Chief, Printing and Photography Division, or in his absence the Acting Chief. One copy of each delegation or redelegation of authority will be forwarded to the Executive Officer, Office of Logistics.
- c. The incumbent Chief, Supply and Services Staff, is delegated authority to procure equipment, supplies, and services, and repairs of an extraordinary or emergency nature.

5. ORGANIZATION

See Organization Chart on page 2.



JAMES H. MCDONALD
Director of Logistics

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